



Gallatin County DUI Task Force

1709 West College – Bozeman – 59715 406-585-1492

info@gallatinduitaskforce.us

Community Education & Activity Support and Enforcement (CEASE) Awards Instructions

Apply for a CEASE Award by following these steps:

1. Project proposals must support the DUI Task Force mission or vision as expressed in the Task Force's current Strategic Plan/ Annual Plan. Both are posted at: www.gallatinduitaskforce.info Look under "DUI in Gallatin County" for the Strategic Plan; under "DUI Task Force Programs & Resources" for the annual plan. (See, Section 3, External Education Goals or Section 6, CEASE Awards section goals).
2. For overtime patrols, *the patrol must be a DUI-focused patrol*. CEASE Awards may not be used for general overtime efforts and do not include Per Diem.
3. Allow at least a month for the project to be considered. The final submission date for each fiscal year is May 10th (the fiscal year ends June 30th). The Task Force can only make awards for a specific fiscal year.
4. Projects and activities may not be funded retroactively. With overtime patrols, no funds can be distributed for patrols that did not have prior approval.
5. For conferences, be sure to lock in the registration fee at the rate cited in your application. Lodging can only be reimbursed to GSA rates.
6. A look back of four years will be made to inventory prior awards made to a particular agency or entity. Those will be considered when reviewing current requests. **Requests for funding similar to past awarded projects will not receive priority consideration.**
7. Fill in the Award application and complete the money request form. *If the award request is for a purchase totaling over \$1000, fill out a form showing the solicited bids on that item.* The form is included on the webpage where the CEASE Award application is located.
8. For purchase of equipment by law enforcement agencies, first check funding options with the Montana Department of Transportation and *document the response*. <http://www.mdt.mt.gov/safety/grants.shtml> Plan ahead! They stop considering funding after March 31st and their Fiscal year begins in October.
9. Include a sample advertisement/press release with the application that credits the Gallatin County DUI Task Force for funding equipment purchases or underwriting the project or activity. *Documentation of the issued press release will be required before requesting reimbursement.*
10. The "final report" page is for reporting *after project completion, not as part of the application process.* Please save it separately, fill it out and return it within two weeks of the completion of your project along with other reimbursement paperwork. Projects that fall at the end of a fiscal year (June 30th) must have ALL documentation compete by July 15th. There are no exceptions.
11. Include the **signed** signature page from these instructions with application.
12. Use the forms available online, then include a separate word processing documents as necessary. Scan and email the signed application page to the Task Force coordinator at:

info@gallatinduitaskforce.info or mail to the address on this application. Applications are first reviewed by the CEASE Awards Committee. A member of the committee will contact the applicant with questions or concerns about the application and to confirm a time that the CEASE Committee recommendation will be presented to the Task Force. The meeting schedule is available on the Task Force website under "calendar."

13. Please include in the application the name of the contact for this award, the signature of an agency supervisor as appropriate, as well as the mailing address for your organization.
14. Funds will only be distributed for approved projects and *reimbursements cannot cover costs above the approved amount.*
15. Please initial the information on how to submit for reimbursement, indicating understanding and willingness to adhere to the instructions.
16. It is the applicant's responsibility to monitor commitments under this agreement.

How to submit for reimbursement for CEASE Award expenses

- 1) To be reimbursed for a purchase, include a receipt for those goods marked PAID by the vendor.
- 2) For other projects, fill out the final report. With overtime patrols, the information requested on the reporting form included in the application must be included with your request for reimbursement, whether you use the form itself or use the type of reporting forms expected for STEP patrols. Do not bill for Per Diem.
- 3) Include a cover sheet clarifying who the reimbursement check should be made out to, along with the mailing address. Include documentation of expenses.
- 4) Also include documentation of a press release, including when and where it ran. Awardees will be expected to report back to the CEASE Committee on the outcome of the project.
- 5) SEND all documentation to the DUI Task Force office at: 1709 West College; Bozeman. Mt. 59715. Do not email. *Allow up to a month for reimbursement.*
- 6) Projects that do not comply with reporting requirements may receive two years of probation from further CEASE Awards funding.

I understand that by applying for a CEASE Award, I am agreeing to comply with and monitor my responsibilities under these requirements.

(signature) _____ Date: _____

(please print) _____

Name and signature of agency supervisor:

(signature) _____

(please print) _____

This signature page MUST be included with your application. Either sign, scan and email it, or print, sign and send it.